

**SCOPE OF WORK
MISCELLANEOUS SECURITY UPGRADE
INSTALLATION SERVICES:**

- **Security Film on Doors and Windows**
- **Reinforced Wooden Door**
- **Tree Pruning**

RSO2020

SOW for Security Film, Security Door and Tree Pruning

1.0 PURPOSE

This document identifies the scope of work (SOW) for the supply/fabrication and installation of Shatter Resistant Window Film, a security door, and pruning of trees at the new Chief of Mission Residence (CMR) lease in Managua, Nicaragua.

2.0 BACKGROUND

Shatter Resistant Window Film, a security door and pruning of trees are required to bring the lease of this new property up to FAH residential security requirements.

3.0 REQUIREMENTS

The contractor is to complete the following tasks as part of this project.

3.1 The contractor shall install Shatter Resistant Window Film on approximately 300 square meters of windows and glass doors on the perimeter of the house.

3.2 The Shatter Resistant Window Film will be 8 mil thickness and be approved by the Regional Security Office prior to installation.

3.3 The contractor will fabricate and install one wooden security door with reinforced metal core and reinforced locking mechanisms on the master bedroom.

3.4 The contractor shall prune trees near the perimeter wall.

3.5 The contractor shall guarantee their work for a period of 12 months.

3.6 The contractor shall complete this work in 30 days or less.

3.7 The contractor is responsible for verifying the exact measurements and requirements to perform the work during a site visit.

3.8 The contractor shall repair any damage to the buildings or grounds of the property as a result of installation.

4.0 MATERIALS AND TOOLS

4.1 The contractor shall provide labor and material that will use on this project.

4.2 The contractor shall use their own tools needed for the project.

5.0 POWER

5.1 The contractor shall provide a generator for all electrical power tools and or equipment such as a welder or any other electrical power needs. Compound electrical power not authorized for this project.

6.0 SITE CONDITION AND CLEAN UP

6.1 The contractor shall maintain the site in a safe and secure condition at all times.

6.2 The contractor shall maintain the site in a neat and clean condition at all times.

6.3 The contractor shall remove and dispose of all waste materials associated with the project.

6.4 The contractor shall return the construction site back into the same condition or better, as was found prior to the start of the project.

7.0 PROJECT SCHEDULING

7.1 Contractors shall provide the time needed to complete this project in-their project proposal they submit.

7.2 The contractor will have access to the site 6 days a week (Monday-Saturday), 10 hours per day. All work outside of this frame of time will require prior approval from the Contracting Officer Representative.

7.3 The contractor shall provide verbal weekly work progress reports to be incorporated in a written weekly progress report.

8.0 CONTRACTOR RESPONSIBILITIES.

The contractor shall conform to the following:

8.1 The contractor is responsible for ensuring the safety of the workers and site personnel during the project.

8.2 The contractor shall verify and be responsible for all dimensions and conditions at the job site for their tasks.

8.3 The contractor shall ensure the site keep dry at all times.

8.4 The contractor shall be responsible for the protection of all adjacent areas against damage and shall repair all damaged areas to match existing improvements.

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8.5 The contractor shall keep the working area clean at all times and at completion of work remove all surplus materials, equipment and debris leaving the premises in a clean condition acceptable to the owner or owners representative.

8.6 The contractor shall perform damage restoration improvements as associated with the project.

8.7 The contractor shall identify and immediately bring to the attention of the Contracting Officer Representative any anomalies of concern.

9.0 REPORTING REQUIREMENTS.

The contractor shall provide the following:

9.1 The contractor shall provide daily verbal progress reports as requested by the Contracting Officer Representative.

9.2 The contractor shall provide verbal notice to the Contracting Officer Representative, two week in advance of the delivery any materials and equipment to site.

9.3 The contractor shall provide written notice to the Contracting Officer Representative, one week in advance, of the need of access to the site of any additional construction personnel after the start of the project. This also pertains to delivery personnel who will need to be on site for an extended timing period, more than simply dropping off materials (i.e. operators of rental equipment, driver of material delivery truck, etc.)

9.4 The contractor shall identify and immediately bring to the attention of the Contracting Officer Representative any anomalies of concern.

10.0 GENERAL INFORMATION.

10.1 Throughout the project process there will be a Contracting Officer Representative on site to oversee and assist the contractor with any anomalies or areas of concern.

10.2 The contractor, upon completion of the project shall remand all documentation for the project as required by post Regional Security Officer and/or Post Security Officer.

10.3 The contractor shall surrender any/all documentation, pertaining to the project, to the Contracting Officer Representative as requested and/or required by Regional Security Officer and/or Post Security Officer.

11.0 DOSAR CLAUSE 652.236-70

Accident Prevention

11.1 Contractors must demonstrate understanding of their responsibilities by addressing hazards in preplanning processes and meetings.

11.2 Prior to starting a project, each contractor is required to review the work site and identify hazards that may occur while performing the job.

- Hazard identification shall accomplish by conducting an Activity Hazard Analysis (AHA) for individual tasks.

- This requirement shall include the submission of AHA documentation.

- AHA forms and general information can be obtained from Embassy Post Occupational Safety and Health Officer (POSHO) and/or the Contracting Officer Representative.

11.3 Prior to starting a project, the contractor shall contact Contracting Officer Representative, to ensure they have received pertinent information for the project including requirements for permits, floor plans, utility information, asbestos, lead based paint, and other hazardous materials.

11.4 Contractor must provide their employees with a safe and healthful condition of employment.

11.5 Contractor is expected to provide the competent person to implement site health and safety plan and to oversee its compliance. A “competent person” is an individual who, by way of training and/or experience, is knowledgeable of applicable standards, is capable of identifying workplace hazards relating to the specific operation, designated by the employer, and has authority to take appropriate actions.

11.6 The Contractor shall be responsible for the removal and/or disposal of hazardous waste generated from the project. Hazardous waste generated from the project must be removed and disposed of in accordance with the Department’s Hazardous Waste Management Policy as well as local rules and regulations.

11.7 The contractor shall ensure proper safety health and environmental requirements of US Army Corps of Engineers EM 385-1-1 manual applicable to their project are followed. EM 385-1-1 information can be obtained through the Post Occupational Safety and Health Officer (POSHO) and/or the Contracting Officer Representative.

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11.8 The contractor shall ensure that individuals working at the site are trained and are aware of potential hazards. Contractors shall ensure that these individuals are provided with proper safety equipment to prevent accidental injury in accordance with the requirements of the contract.

11.9 Contractors will report accidents to POSHO.

Photo 1. Sample Door

